

Task List

WARD CLERK

Student _____ Department _____

The student will read and study departmental policy and procedure manuals for the WARD CLERK.

The student will either observe or aid in the performance of the following activities.

Activities	Observed	Aided	Date
1. Communications:			
a. Telephone/Intercom			
b. Writing Messages			
c. Paging			
d. Interdepartmental			
2. Charts:			
a. Assemble			
b. Graphic Sheets			
c. Stamper/Addressograph			
d. Test results			
e. Computer application			
3. Visitor information			
4. Location of instruments			
5. Requisition forms			
6. Material transport			
7. Discharge			
8. Other			

Facility Supervisor Signature _____

Student Signature _____

